

MEMORANDUM

#04-07

TO: All Departments and School Fiscal Officers
FROM: Kerry Gustafson, Acting Director
DATE: July 23, 2003
SUBJECT: DFMS ON-LINE REPORTING

The Weekly and Monthly Budgetary Activity Reports (F25RD605 and F25RE605) and the Schedule of Encumbrance (F25R0805) will not be discontinued on August 8th, 2003, as originally planned. Agencies have requested these reports remain to enable them to reconcile. All other **DFMS printed reports will be discontinued after the delivery of the weekly reports dated August 8, 2003 for all agencies except Higher Education which will continue to receive printed reports until a new server is installed.** Please ensure all couriers are notified there will be a need to pickup some reports until further notice.